



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : TTM - KEPONG OUTLET
Date : 27th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for TTM - KEPONG OUTLET :

A. Summary of IT Asset

| No. Of Staff | Desktop | Monitor | POS Machine | Printer (LaserJet) | Printer (Thermal) | Scanner Barcode |
|--------------|---------|---------|-------------|--------------------|-------------------|-----------------|
| 4 | 1 | 1 | 1 | 1 | 1 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|--------------|--------------------|--------------------|----------------------------------|---------|
| 1. | TTM - Kepong | Desktop | Dell Optiplex 9020 | TTMSC-9104/B89GS62 | |
| 2. | TTM - Kepong | Printer (Thermal) | Wincor TH200i | TTMPT-9104/BYG0047583 | |
| 3. | TTM - Kepong | Printer (LaserJet) | Dell E310dw | TTMPL-9104/3YZP132 | |
| 4 | | | Datalogic QW2170 | 2022-04-14/TTMSC-9104/G15JA2593 | |
| 5 | | | Others | TTMMO-9104/CPA01095R | |
| 6 | | Pos machine | Wincor POS Plus | 2022-04-14/TTMPT-9104/59GN505143 | |

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|------|--------|-------|---------------------------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

We agreed that all inactive asset will be removed from IT Asset Listing.

D. Pending Purchasing For 2022

Tech Refresh

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
| | | | | |
| | | | | |
| | | | | |

New Request

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
| | | | | |
| | | | | |
| | | | | |

E. Budget Plan For 2023

Manage IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remark |
|-----|------|--------|-------|---------------------------|--------|
| | | | | | |

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|--|--|--|--|--|
| | | | | |
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Additional

| No. | Device | Quantity | Purpose |
|-----|------------|----------|---------|
| 1. | Laptop | | |
| 2. | Desktop | | |
| 3. | Printer | | |
| 4. | Others () | | |

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,



(Wanteee)

Head of Department/Plant/Farm/Hatchery

INTERNAL USE
Effective Date : 30 May 2019

*Approval is required for 'Budget Plan 2023'
only. You may ignore this part if not related

Approved by,

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AVP and above

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